



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON MANNHEIM  
UNIT 29901  
APO AE 09086-9901

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IMEU-MAN-ESP

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Mannheim (USAG-M) Command Policy  
Memorandum # 18, Notification Process for Delays and/or Closures due to Inclement Road  
Conditions

1. **References.** Army Regulation 385-55, Prevention of Motor Vehicle Accidents; USAREUR Regulation 385-55, Prevention of Motor Vehicle Accidents; and DoDEA – M 2005.1.
2. **Purpose.** To establish procedures to be used to notify the Mannheim Community of delays and/or closures of community activities, school bus delays, and/or school closures during inclement weather conditions.
3. **Scope.** This policy is applicable to all units, (tactical and support organizations) within the USAG-M Area of Operations (AOR).
  - a. This policy defines rules and responsibilities for the declaration of Road Conditions and applies to all military units and government agencies using tactical or non-tactical vehicles.
  - b. The decision to delay or cancel school and work applies to USAG-M Soldiers, civilian employees, DoDDS bus drivers and all DoDDS school children. Tactical units and other organizations or employers may use the USAG-M decision to leverage their own decisions.
  - c. All civilian agencies including Directorates within the USAG-M will develop a "telephone tree" to telephonically notify personnel within their respective agency of an early morning (before work call) change in the road conditions. Directors/Agency Chiefs will use this notification system to inform personnel of delays in work call or other pertinent information. Tactical unit commanders are encouraged to develop a similar notification system, if one does not already exist.
  - d. In addition to the telephonic notification system, the MP Desk will maintain road conditions and current information on delays in work call. This recorded message is available at telephone number 0621-730-2589 or DSN 385-2589. This information will normally be updated by 0430 daily during winter weather conditions. A website is now available at <https://www.g3.hqusareur.army.mil/DIVISIONS/OPS/ASGCONDITIONS>, however the phone

number listed on this site is for Heidelberg weather conditions only. Personnel calling about weather conditions for the Mannheim area should call the number listed above.

#### **4. Responsibilities:**

##### **a. The Commander, USAG Mannheim will:**

(1) Determine when road conditions within the USAG-M Community area are declared Red/Black in accordance with USAREUR Regulation 385-55.

(2) Authorize the dispatch of "mission-essential and emergency-essential" vehicles under Red road conditions.

(3) Maintain responsibility and approving authority to delay or stop the school buses, school opening, post opening, and work call for USAG Mannheim Community Soldiers and civilian employees. This decision will normally be made by 0430 hours daily or when appropriate.

(4) Maintain responsibility and approving authority to close schools and send USAG-M Soldiers/civilian employees home during normal operation hours.

##### **b. The Deputy Commander (DGC) will:**

(1) In absence of the Commander, the Deputy Garrison Commander executes command authority of the USAG-M Community.

(2) Notify AFN for school closings, school delays, post closings, and road conditions in accordance with Annex D. (I thought that was an EOC or PAO responsibility?)

##### **c. The Directorate of Emergency Services/Provost Marshal Office will:**

(1) Call the USAG-M EOC daily by 0430 with road and weather conditions, school closings and delays. Update the EOC with any changes throughout the day.

(2) Monitor road conditions within the immediate areas to include primary roads. Coordinate with the Heidelberg Fire Alarm Center DSN 115, 7<sup>th</sup> Weather Squadron at Coleman Army Airfield and local German traffic authorities for additional information, as needed.

(3) Call the Heidelberg Fire Alarm Center DSN 115 for snow and ice removal and coordinate with the FAC for updates from the DPW emergency crew as this situation develops.

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(4) During non-duty hours, determine when road conditions are to be declared Amber in the USAG-M community in accordance with table at Annex B and in coordination with the Garrison Commander. Desk Sergeant personnel may contact the DES, Provost NCO, or USAG-M DPTMS for guidance if necessary.

(5) Categorize road conditions for USAG-M Community from 1 November to 15 April IAW Annex B.

(a) On duty days the Desk Sergeant will notify the USAG-M DES if the road conditions are determined to be Red, Black, or downgraded overnight from Amber to Green (USAG-M Deputy Commander if the PM is not available) not later than 0400 hrs.

(b) During the duty day, notify the USAG-M DPTMS and the Installation Managers if road conditions change to where an Amber, Red or Black condition may be declared.

(6) During non-duty hours notify the USAG-M DES/PM NCOIC if the road conditions are recommended to change to Red or Black.

(7) Assume release authority on all military police vehicles assigned to the community during all road conditions.

(8) Post road conditions on the answering machine for community information.

**d. The USAG-M Emergency Operations Center (EOC) will:** When road condition status changes notify the following organizations. Record the time and name of individual notified;

(1) Garrison Staff Agencies.

(2) . Notify all AICs and major command elements within the garrison footprint.

**e. Public Affairs Office (PAO) will:** Notify AFN Television and Radio Stations.

**f. Directorate of Plans, Training, Mobilization and Security (DPTMS) will:**

(1) During duty hours and in the absence of EOC personnel, make the EOC notifications of Road Condition/Closure updates.

(2) As an update, at 0730 each morning during periods of snowfall, icy roads, or heavy fog, DPTMS will call the Military Police Desk Sergeant and ask for the road condition status in the USAG-M community.

**g. Director of Logistics (DOL) will:** coordinate with the Installation Fleet Management System to ensure all NTVs are properly equipped for winter driving. When customers identify

the necessity for additional snow/inclement weather equipment, assist them in procuring it within applicable regulations in order to accomplish their mission. Provide priority for repairs to snow removal equipment identified by the DPW.

**h. Director of Public Works (DPW) will:**

(1) Execute the DPW written Snow and Ice Removal SOP when snow and ice conditions warrant dispatch of heavy equipment operators as called in by the Heidelberg Fire alarm Center (FAC), directed by the garrison commander, deputy commander or DPW.

(2) Develop and implement snow and ice removal plans. Insure vehicles are in good operation condition, ready for duty and that adequate snow and ice removal supplies are in stock.

(3) Assume release authority on all engineer vehicles assigned to the community during all road conditions.

(4) Provide a copy of the DPW Snow and Ice Removal Plan to the DES, DPTMS, DOL, and Command team.

**i. USAG Mannheim Installation Coordinators, will:**

(1) During duty hours, post road conditions at Kaserne entrances.

(2) Notify tenant units of their Kaserne of inclement weather decisions.

**j. School Liaison Officer (SLO) will:**

(1) Coordinate with the Mannheim School Bus Officer (SBO) if any adverse weather decisions are made affecting school operations and school bus scheduling.

(2) Ensure coordination with SBO is made in the event that buses are unable to transport students' home due to hazardous road conditions.

(3) Notify the school principals when a change in school bus status or school opening/closing is necessary.

**k. Tactical Unit Commanders will:**

(1) Ensure that all organic military vehicles are properly equipped with snow tires or tire chains as appropriate and all other safety equipment as required by AR 385-55 and UR 385-55.

(2) Ensure dispatches of all NTVs assigned to their units are dispatched in accordance with this policy under Amber and Red road conditions.

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**l. Department of Defense Dependent Schools Europe (DoDDS-E) will:**

- (1) Provide alternate means for the care and welfare of students in the event that buses are unable to transport students home because of hazardous road conditions.
- (2) Provide recommendations to the USAG-M Commander on issues affecting the closing of schools.
- (3) Provide notification to DoDDS employees.

**m. School Bus Officer (SBO) will:**

- (1) Notify the bus contractor of affected routes that a delay of one hour for fog or two hours or more for snow/ice will be announced when road conditions are, or will be, RED.
  - (2) Notify the PMO and DoDDS if bus contractor notifies him/her of their decision not to place buses on the road during the adverse weather conditions.
5. This policy memorandum supersedes all previous editions.
6. The point of contact for this policy is the USAG-M Provost Marshal Office at 385-2541/3200 or CIV 0621-730-2541/3200.

5 Encls

1. Notification procedures
2. Road condition status
3. Newscast release procedures
4. Sub-community work force during inclement weather
5. Telephone contact roster for key personnel

  
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